

JULY 2022



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DEPARTMENT OF FINANCE & ADMINISTRATION  
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT  
WEBSITE: [HTTP://WWW.DFA.MS.GOV](http://www.dfa.ms.gov)  
TELEPHONE NUMBER: 601-359-3409  
FAX NUMBER: 601-359-3910



# PURCHASING NOTES



ISSUED BY THE OFFICE OF  
PURCHASING, TRAVEL AND  
FLEET MANAGEMENT

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# FEATURED CONTRACT

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## Ammunition

**Commodity:** Ammunition (New & Reload)

**Type of Contract:** Negotiated Contract – The prices listed are the maximum values allowed to be paid. You are to negotiate these prices to the best of your ability.

**Dates of Contract:** 06/01/22-05/31/2023

**Manufacturers on Contract:** There are four (4) Contracts available with different brands, calibers and types of ammunition on each agreement. To view a list of the current options visit: <https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/a-b-c/ammunition/>

**Contract Spend: (2021-2022)** \$624,378.47

**Contract Analyst:** Christopher Statham  
Christopher.statham@dfa.ms.gov



BUREAU OF MARKETING, TRAVEL AND CARD PROGRAM

# Travel Notes

In recognition of recent gasoline price increases, the GSA has announced a special adjustment in the optional standard mileage rate for the final 6 months of 2022. The new standard mileage rate for business travel will be 62.5 cents per mile for POV and 22 cents when a Government Owned Vehicle is utilized, up 4 cents from the rate effective at the start of the year. These new rates become effective July 1, 2022. The Department of Finance & Administration will post a memo of these adjustments to the website link below.

<https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/>

**What a relief to us all! Happy Travels!**

**Travel Coordinator: Candice Hay**  **candice.hay@dfa.ms.gov**







# Travel Agency Services

The Office of Purchasing and Travel has approved a list of travel agency service providers located on our website, <https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/competitive-contracts/s-t-u/travel-agency-services/>, to provide travel services for the officers and employees of the State of Mississippi. This multiple award contract is based on proposals received from various vendors all over the United States.

Each state agency may choose one or more state contract travel agencies to handle their travel requirements. It is our recommendation that each agency advise its employees which travel agency(s) is to be used and designate a liaison to work with the travel agency(s).

We would also like to announce one new vendor added to this year's approved vendors list of Travel Agency Service providers. They are as follows: SNVA, LLC of Waldorf, Maryland.

We look forward to them being able to assist our state agencies and local governing authorities this fiscal year with their travel needs.

# ***Fleet News***

BFM is currently wishing to update Fleet contact information for each agency for their records and correspondence purposes. Please provide us with the most current personnel contact information (email and phone number). You may send this information to Ashley Harrell via email at [Ashley.Harrell@dfa.ms.gov](mailto:Ashley.Harrell@dfa.ms.gov)

## **FYI Allowable Services for Fuelman Card Usage**

**Maintenance Plan/Disaster Plan:** The contract includes certain maintenance to be performed as needed. The prices for maintenance shall be at or below the standard price which the location offers to the general public. These allowed services are listed below:

- |   |   |
|---|---|
| 1. Oil Change and lube                      | 10. Radiator Repair   |
| 2. Vehicle Wash                             | 11. Air Conditioning Repair   |
| 3. Tire Repair (flat)                       | 12. Alternator Replacement or Repair  |
| 4. Belt Replacement                         | 13. Minor Body and Other Repair to Allow Vehicle to Return to Base  |
| 5. Hose Replacement                         | 14. EMERGENCY ONLY: New Tires and Batteries. (These services could be used only in an emergency and properly approved by supervisor.) |
| 6. Wiper Blade Replacement                  | 15. Glass Repair  |
| 7. Oils (motor & hydraulic)                 |   |
| 8. Tire Mounting, Rotation, Balance         |   |
| 9. Light Bulb, Seal Beam, or Related Repair |   |

This information can also be found in the Fleetcor Contract #820004558 on our website.

## **Fleet Inventory Disposal**

After vehicles have been disposed of, a completed Vehicle Deletion Form (Appendix F) should be submitted to the BFM including the bill of sale, invoice, bid or quote documentation, check copies, cash receipts and signed title copies with buyer and seller signatures. BFM requests that all documents obtained from the sale/disposal be submitted via the Inventory Deletion Work list created in MAGIC for approval.

If an agency requires assistance attaching these documents in MAGIC, please contact MMRS at [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov).



# Employee Spotlight

**WE ARE PLEASED TO ANNOUNCE THE NEW DIRECTORS:**

**Bureau of Marketing, Travel and Card Programs**

*Yolanda Thurman*

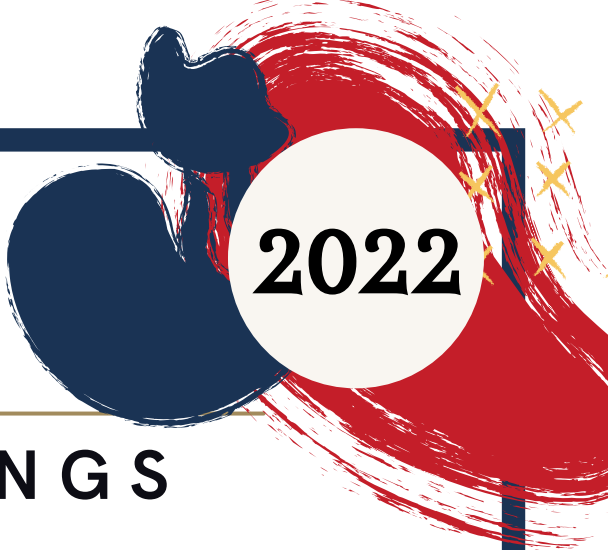
**If you have any questions, please contact Yolanda Thurman at  
Yolanda.Thurman@dfa.ms.gov .**

**Bureau of Purchasing and Contracting**

*Stephen Tucker*

**If you have any questions, please contact Stephen Tucker  
at Stephen.Tucker@dfa.ms.gov .**

**C O N G R A T S**



**2022**

## **PPRB MEETINGS**

### **PPRB Meeting Date**

**JANUARY 5, 2022**  
**FEBRUARY 2, 2022**  
**MARCH 2, 2022**  
**APRIL 6, 2022**  
**MAY 4, 2022**  
**JUNE 1, 2022**  
**JULY 6, 2022**  
**AUGUST 3, 2022**  
**SEPTEMBER 7, 2022**  
**OCTOBER 5, 2022**  
**NOVEMBER 2, 2022**  
**DECEMBER 7, 2022**  
**JANUARY 2023**

### **Submission Deadlines**

**DECEMBER 1, 2021**  
**JANUARY 5, 2022**  
**FEBRUARY 2, 2022**  
**MARCH 2, 2022**  
**APRIL 6, 2022**  
**MAY 4, 2022**  
**JUNE 1, 2022**  
**JULY 6, 2022**  
**AUGUST 3, 2022**  
**SEPTEMBER 7, 2022**  
**OCTOBER 5, 2022**  
**NOVEMBER 2, 2022**  
**DECEMBER 7, 2022**



# *The Office of Purchasing, Travel and Fleet Management*

**Ross Campbell, Director, OPTFM**

**Alicia Adams**

**Belinda Russell**

**Bureau of Purchasing and Contracting**

**Stephen Tucker, Director**

**Demetra Hayes**

**James Brabston**

**Christopher Statham**

**LaShun Smith**

**Easter Haniur**

**Kizzie Shorter**

**Shakrita Fields**

**Bureau of Marketing, Travel and Card Programs**

**Yolanda Thurman, Director**

**Candice Hay**

**Deron Simpson**

**Bureau of Fleet Management**

**Ramona Jones, Director**

**Ashley Harrell**

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***God Bless  
America!***

**4TH OF JULY**